

Historical Marker Policy and Procedures

12/22/17

These procedures are hereby enacted for the proposal, approval, installation, and maintenance of historical markers in Seminole County by and through the Historical Commission, to be followed by the Historical Commission and Historical Marker Subcommittee from marker request through board approval and implementation.

1. The Historical Commission receives a request for a marker for a historic site from someone representing a historical society, community association, or other historically interested group, or one of the Historical Commissioners recommends such for a known historic site. This request is submitted in the form of a formal, written application. This written application will include proposed text for the marker.
2. The site must meet certain criteria for consideration, included as sections within the application:
 - a. Site must have significant historical reference to Seminole County, places within the county, or persons impacting county history.
 - b. Historical information associated with proposed site must be verifiable through previous written documentation, with preference given to published sources. Oral history alone is not enough to constitute prior documentation.
 - c. Site must have a designated area of public property with public access, and must be located within Seminole County.
 - d. The Commission will consider the site's proximity to other markers or sites which tell a similar story.
3. The Historical Marker Subcommittee and County staff will research and verify all information for accuracy, and will revise if necessary for historicity and to make certain guidelines for word count are met.
4. The finalized copy of the Historical Marker Text and complete application moves through to the full Historical Commission for approval.
5. The approved document is submitted as an Agenda item through Parks and Recreation Division Manager to the Board of County Commissioners for final review and approval on the Consent Agenda.
6. Markers may be purchased with funds acquired through private donation, a historical society or sponsor contribution, operational budget funding, or any combination of these sources.
7. Greenways and Natural Lands staff will confirm with Division Manager the exact location of the approved marker, and schedule the installation with the GNL projects team. Upon installation ownership of the Historic Marker reverts to Seminole County, and does not remain with any donors, sponsors, or other claimants.
8. The Historical Markers are catalogued by the Historical Commission Subcommittee on Historical Markers in digital file format, and copies will be updated as needed with the County's Historical Museum Supervisor. This catalogue should include:
 - a. Origination Date
 - b. Location Name and Address
 - c. Marker Placement Position
 - d. Applicant Information with Application Reference Number
 - e. Additional Comments
9. Publications and booklets referencing these Historical Markers will be revised annually by the Historical Commission.
10. Annual inspection and cleaning of the Historical Markers falls under the responsibility of Seminole County Government, as part of their regular maintenance and upkeep of County-owned facilities and assets.
11. In the event of damage or vandalization of these markers, Seminole County Government is responsible for on-site repairs, or removal of the damaged goods until such time as Seminole County Government can arrange for their replacement. Incidents are reported to 407-665-2001, front desk of the Leisure Services Office.